

OFFICE OF EMERGENCY SERVICES
Implementing Agency/County
PERFORMANCE SITE VISIT

GRANT NUMBER	GRANT AWARD PERIOD	GRANT AWARD AMOUNT
VB08060330	7/1/08 – 6/30/ 08	\$666,606

PROGRAM NAME:	Vertical Prosecution Block Grant
PROJECT TITLE:	Career Criminal/Child Abuse

(1) ADMINISTRATIVE AGENCY:	County of Riverside
(2) IMPLEMENTING AGENCY:	District Attorney's Office
(3) PROJECT DIRECTOR:	Rod Pacheco, District Attorney
Address:	4075 Main Street, Riverside, CA 92501
Phone:	(951) 955-5469
DATE OF VISIT: 11/20/08	Visit Conducted By: Leona LaRochelle

PERSON(S) INTERVIEWED/CONTACTED DURING THE VISITATION

Date	Name	Title	Telephone/E-Mail Address
11/20/08	Leah Weaver	Senior Accountant	(951) 955-5495; Lrweaver@RivCoDA.org
11/20/08	Eric Woolery	Principal Accountant	(951) 955-8804; EricWoolery@RivCoDA.org
11/20/08	Kevin J. Ruddy	Chief Deputy District Attorney (CCVB)	(951) 955-9856; kruddy@RivCoDA.org
11/20/08	Eugene Carson	CCVB Attorney	(951) 955-9856
11/20/08	Harold Anderson	CCVB Attorney	(951) 955-9856

Signature of OES Representative Conducting the Visit

Date

Signature of Section Chief

Date

PROGRAM VISITATION FORM

I. PROGRAMMATIC REVIEW

A. General

- | | YES | NO | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Does the project being visited fit within one of the Following categories? (check only one) [✓] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | 2 nd Year; |
| <input type="checkbox"/> | 3 rd Year; |
| <input checked="" type="checkbox"/> | Over four years; (Please specify) <u>13</u> years. |

2. Operational Documentation

Does the project have current versions of the:

- | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| a. Recipient Handbook | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Goals, Objectives, and Project Activities

(Review the project's responses to the goals, objectives, and activities of the Grant Award Agreement)

- | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|
| a. Has there been any <u>significant changes</u> in the way the project implements or sustains the objectives, and activities of this program?
<i>If yes, has the project discussed the possibility of submitting a grant award modification?</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Is the project making satisfactory progress toward achieving the goals and objectives. If not, please explain. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Progress Reporting

(Review the progress report format, content, and submission requirements)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project submitted all required reports on time? If not, please explain | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Has the project kept accurate source documentation to support statistical data on the PR? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PROGRAM VISITATION FORM

I. PROGRAMMATIC REVIEW (continued)

A. General (continued)

YES NO N/A

5. Programmatic Source Documentation

(Review documents maintained by project that represents data reported on PRs)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project developed an information retrieval system that provides accurate data?
<i>(This system may be automated or manual)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the project use data summary sheets or other concrete documents that validate project performance/direct support? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Project Staff Duties & Responsibilities

(Assure that project staff have made other project staff available for interviews during the visitation)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Have all grant funded project staff positions been filled? If no, please explain.
<i>Will be hiring a new Supv. DDA soon</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are job descriptions “project specific”, rather than a copy of the “county, local agency job classification/position description?
County Classification and project specific | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Do project staff meet all special skill certifications required? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are staff performing duties discussed in the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have project staff assumed duties for more than one OES funded project? If yes, please explain. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Are there any programmatic problems that are unique to this project? If yes, please explain. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PROGRAM VISITATION FORM

II. ADMINISTRATIVE REVIEW

	YES	NO	N/A
A. General			
1. Program Files			
a. Is the project familiar with preparation requirements for the following frequently used OES forms:			
(1) OES Form 223, Grant Award Modification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) OES Form 201, Report of Expenditures and Request for Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel Policies			
a. Are written personnel policies in place & available to all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do these policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick or other leave allowances, hiring and promotional policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Financial Requirements			
1. Functional Time Sheets			
a. Does the project use the OES Functional Time Sheet for all project positions employed less-than fulltime? <i>They use their own timesheet with specific Grant codes assigned</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are functional time sheets completed correctly? <i>Grant Codes assigned to hourly work</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Duties of the Financial Officer			
a. Has the project taken steps to assure that the duties of the financial officer are separate from that of the project director? (Separation of duties) <i>They are in two separate buildings. Duties do not intermingle, Project Director oversees Operational duties and Financial Officer oversees Financial concerns</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAM VISITATION FORM

II. ADMINISTRATIVE REVIEW (continued)

B. Financial Requirements (continued)

	YES	NO	N/A
b. Do the financial officer and project director interact successfully on project expenditure decisions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. **Program Match Requirements** (*Check this block if N/A*) ▶▶ ☐ ☐ ☒

a. This project has the following match requirement:

Cash match	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In kind match	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A combination of the above, approved by OES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

b. Has the project provided documentation that verifies the use of local funds to satisfy match requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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C. Financial Source Documentation

1. Does the project maintain updated budget pages on all approved grant award modifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project maintain Confidential Funds? If so, are protective safeguards and policies in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. If project income is acquired, is it tracked and reported? If no, please explain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has the project submitted Reports of Expenditures on time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there other issues concerning project expenditures and reporting? If so, please explain. <i>They could use more money, if OES needs to redistribute Anyone else's short fall, They are willing to use it</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROGRAM VISITATION FORM

II. ADMINISTRATIVE REVIEW (continued)

D. Equipment

	YES	NO	N/A
1. Acquisition			
a. Are equipment purchases authorized budget items?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Was equipment purchased in accordance with the Grant Award Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Does the project maintain inventory control logs of equipment purchased with grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

E. State/Federal Administrative Requirements

1. Mandated State and Federal Programs

(Determine whether or not the following documents are posted at the site visited)

a. A current Equal Employment Opportunity (EEO) Policy Statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A current "Harassment or Discrimination in Employment is Prohibited by Law" poster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A current Drug-Free Workplace Policy statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. PROGRAMMATIC, ADMINISTRATIVE, AND FINANCIAL DISCUSSIONS

(Provide a summary of observations, findings, and recommendations made during the visit)

On November 20th, 2008, I, Leona LaRochelle, Criminal Justice Specialist, of the Office of Emergency Services (OES), Crime Suppression Section, conducted a Performance Site Visit at the Riverside District Attorney's Office located at 4075 Main Street, Riverside, CA. In attendance were: Leah Weaver, Senior Accountant, and Routine Fiscal person; Eric Woolery, CPA, Principal Accountant, and Financial Officer; Kevin Ruddy, Chief Deputy District Attorney of the Career Criminal component; Eugene Carson, Career Criminal Vertical Persecution (CCVP) Attorney; and Harold Anderson, CCVP Attorney.

I arrived at the site at 2:00pm, and met with Leah Weaver and Eric Woolery at the Administration Building. We went over the financial records and documentation for the Vertical Prosecution Block Grant (VB). The Riverside County District Attorney's Office has run this program for at least 10 years if not more. Mr. Woolery is the Financial Officer who oversees the budget pages and ensures that the line-items of the approved VB Grant Award are adhered to. They are an OES Grant recipient who has been able to use the entire amount of funds obligated to them, leaving a zero balance, and having no funds revert back to the State General fund in the Fiscal Year of 2007. Mr. Woolery's statement has been backed by the OES LEVS Budget Summary Report, which reflects a zero balance in their account, to date. Mr. Woolery stated that if there was any money someone else was not able to use, he would be willing and able to use the extra funds. He said the VB Grant has run smoothly for as long as he can remember, with no significant problems to speak of. I reviewed the VB Grant budget details in the binders that Mr. Woolery supplied, and found them to be in good order.

Leah and I walked over to the District Attorney's building, where we met with Kevin J. Ruddy, Chief Deputy District Attorney for the Career Criminal Prosecution. He provided us an overview of the program and how it was run. He gave me copies for my report, of some source documentation including: the Riverside County District Attorney Western Division Organization Chart, which outlined where the Vertical Prosecution Career Criminal project was located under him; a copy of a timesheet, showing how the time was tracked by codes; a detailed chart of positions and how time was utilized under the Career Criminal and the Child Abuse Vertical Prosecution; and the Standard Case List from the two full time Attorneys assigned under the Career Criminal component.

Mr. Ruddy introduced me to the two, full time Attorneys for the Career Criminal Unit (CC); Eugene Carson and Harold Anderson. Each gave an overview of the types of cases frequently seen under the career criminal section. Eugene spoke about the frequency of parking lot crimes, and Harold, the criminal attacks to women at the front door of their apartment complex. Unfortunately, women are most of the time, the victims in these types of crimes, they both said. Both Eugene and Harold work closely with investigators of law enforcement agencies to ensure repeat offenders qualifying for the CC Unit are aggressively prosecuted and receive maximum penalties. The benefit of the CC Unit is that experienced prosecutors will vertically handle the cases, and not plea bargain any case; connecting crimes to the same perpetrator and increasing sentences for repeat offenders.

The Chief Deputy District Attorney, Linda Dunn, who oversees the Family Protection Division where the Child Abuse Vertical Prosecution lies, was not available for interview during this time, due to scheduling conflicts.

I found the project to be in good order, no visible problems were observed.